

**Right to Know Policy and Procedure**  
**Public Access to Information**  
Appendix A

**RIGHT-TO-KNOW REQUEST FORM**

**DATE OF REQUEST:** \_\_\_\_\_

**REQUEST SUBMITTED BY:** \_\_\_\_\_E-MAIL \_\_\_\_\_U.S. MAIL \_\_\_\_\_FAX \_\_\_\_\_IN-PERSON

**NAME OF REQUESTOR:** \_\_\_\_\_

**STREET ADDRESS:** \_\_\_\_\_

**CITY/STATE/ZIP CODE:** \_\_\_\_\_

**TELEPHONE (Optional):** \_\_\_\_\_

**EMAIL ADDRESS (Optional):** \_\_\_\_\_

**RECORDS REQUESTED:**

*\*Provide as much specific detail as possible so the agency can identify the information.*

**DO YOU WANT COPIES?** \_\_\_\_\_YES or \_\_\_\_\_NO

**DO YOU WANT TO INSPECT THE RECORDS?** \_\_\_\_\_YES or \_\_\_\_\_NO

**DO YOU WANT CERTIFIED COPIES OF RECORDS?** \_\_\_\_\_YES or \_\_\_\_\_NO

Requests should be directed to the Open Records Officer at the following address: Pike County Conservation District, Devan George, Communications Coordinator, 556 Route 402, Hawley, PA 18428, [dgeorge@pikepa.org](mailto:dgeorge@pikepa.org), or faxed to 570-226-8222.

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**RIGHT TO KNOW OFFICER:**

**DATE RECEIVED BY THE AGENCY:**

**AGENCY FIVE (5)-DAY RESPONSE DUE:**

*\*\*Public bodies may fill anonymous verbal or written requests. If the requestor wishes to pursue the relief and remedies provided for in this Act, the request must be in writing. (Section 702.) Written requests need not include an explanation why information is sought or the intended use of the information unless otherwise required by law. (Section 703.)*

## Appendix B

### Right to Know Record Request Schedule of Fees

Record Type	Fee
<b>Photocopies:</b> A “photocopy” is either a single-sided copy or one side of a double-sided black-and-white copy of a standard 8.5” x 11” page	\$ .25 per page
<b>Copying not done at District office:</b>	Requesters are prohibited from removing records from the District office. The fee for copying that cannot be done at the District office will be the actual charge to the District for the copying.
<b>Certification of a Record:</b>	\$1 per record (not per page). Please note that certification fees do not include notarization fees.
<b>Specialized documents :</b> For example, but not limited to, color copies, non-standard sized documents	Actual Cost
<b>CD/Other Media:</b>	Actual Cost
<b>Postage Fees:</b>	Fee for first class postage equal to the actual prevailing cost
<b>Inspection of Redacted Records:</b>	If a requester wishes to inspect rather than receive a copy of a record and the record contains both public and non-public information, the District shall redact the non-public information. The District will not charge for the redaction; however, the District will charge for the copies it must make of the redacted material in order for the requester to view the record. The fee structure outlined above will apply. If, after inspecting the records, the requester chooses to obtain the copies, no additional fee will be charged.

**Prepayment:** Prior to granting a request for access in accordance with the Act, the District may require a requester to prepay an estimate of the fees authorized under this section if the fees required to fulfill the request are expected to exceed \$100. Once a request is prepared for release, the District may require payment prior to releasing the records.